



**JARAMOGI OGINGA ODINGA UNIVERSITY
OF SCIENCE AND TECHNOLOGY**

DOCUMENT : PROCEDURE FOR INDUSTRIAL ATTACHMENT
DOC. NO : JOOUST/AA/OP 33
AUTHORIZED BY : DEPUTY VICE-CHANCELLOR

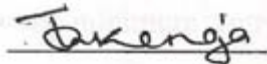



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0.2 DOCUMENT CHANGES

DATE	CHANGES	AUTHORIZED BY
27/04/ 2012	Time lines added on method	
29/04/2013	Procedure reviewed to reflect the change of status from BUC to JOOUST	 
30/04/2015	Procedure reviewed for adequacy	

ISSUE NO: 001	REVISION NO: 03	DATE OF ISSUE: 15 TH OCTOBER, 2011
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1.0 Purpose:

This procedure ensures that Industrial Attachment is effectively carried out within the School.

2.0 Scope: This procedure covers all aspects of Industrial Attachment.

3.0 Reference:

- 3.1 ISO 9001:2008 Standard
- 3.2 JOOUST Quality Manual and Quality Policy
- 3.3 JOOUST Statutes
- 3.4 JOOUST Work procedures
- 3.5 JOOUST Strategic Plan
- 3.6 JOOUST Student Rules and Regulations

4.0 Abbreviations and Acronyms

- 4.1 **BUC:** Bondo University College
- 4.2 **JOOUST:** Jaramogi Oginga Odinga University of Science and Technology
- 4.3 **QMR:** Quality Management Representative
- 4.4 **CoD:** Chairperson of Department

5.0 Responsibility: The Dean and the Chairmen of Departments shall be responsible for the implementation and effective supervision of this procedure.

6.0 Method**6.1.0 Industrial Attachment**

6.1.1 The Dean/CoD of the concerned School/Department shall appoint a coordinator/team to coordinate the industrial attachment.

6.1.2 The coordinator/team shall prepare a list of relevant institutions for industrial attachment and circulate to students.

ISSUE NO: 001	REVISION NO: 03	DATE OF ISSUE: 15 TH OCTOBER, 2011
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- 6.1.3 The coordinator/team shall issue recommendation letters to students for attachment at least two months before commencement.
- 6.1.4 The coordinator/team shall receive communication from the student on their placement before commencement of the industrial attachment.
- 6.1.5 The coordinator/team shall appoint an assessor/(s) for each student.
- 6.1.6 The assessor(s) shall submit a written report to the coordinator/team within 3 weeks upon completion of the assessment.
- 6.1.7 The coordinator/team shall receive a written report and duly signed log from the student 3 weeks into the next semester.
- 6.1.8 Assigned lecturer(s) shall mark and grade the report.

ISSUE NO: 001	REVISION NO: 03	DATE OF ISSUE: 15 TH OCTOBER, 2011
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